



Department of Administrative Services Customer and Employee Relations Job Announcement

ANNOUNCEMENT #: 200615

POSITION: Contracts Commodity Manager

LOCATION: State Purchasing
200 Piedmont Avenue
13th Floor, West Tower

APPLICATION DEADLINE: Open until filled

WHO MAY APPLY: All applicants

PAY GRADE: 17

PAY GRADE SALARY RANGE: \$3,484.08 - \$6,110.30 per month, depending on qualifications

GENERAL DESCRIPTION: Join the state of Georgia in building a strategic sourcing team to help us realize a procurement transformation as we adopt best practices. We are seeking specialists in a wide range of areas.

Responsibilities will include managing procurement/sourcing strategies for commodity categories (e.g. IT/Telecom, Services, Goods and Supplies, and Utilities, Capital Expenditures and Fleet, etc.) and establishing, communicating, and managing supplier performance metrics (cost/timeliness/quality).

NOTE: This job is part of a statewide procurement transformation effort. Individuals selected for this job will transition into a new procurement organization currently being defined at this time.

Required Knowledge, Skills, and Abilities

- Strong category and general procurement knowledge
- Advanced Microsoft Office skills
- Strong project management skills
- Strong interpersonal skills
- Excellent analytical skills
- Strong negotiation skills
- Ability to reduce costs within categories
- Ability to establish, communicate, and manage Supplier Performance Metrics
- Ability to think strategically

MINIMUM QUALIFICATIONS: Completion of a four year degree from an accredited college or university

AND

Three years of professional level purchasing/sourcing experience.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

1. Master's degree
2. NIGP, ISM, or NCMA certification
3. Prior government procurement experience
4. E-sourcing experience
5. Experience using PeopleSoft Financials 7.2 or 8.8
6. Procurement/sourcing experience in one or more of the following areas:

IT

Healthcare

Medical and Scientific

Printing and Marketing

MRO

Fleet and Heavy Equipment

Office Supplies and Equipment

Purchasing Card Program

DOCUMENTATION: Please include a salary history with resume/application.